



State of Indiana
Indiana Department of Correction

Effective Date

8/1/2012

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Number

02-02-103

POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

COMMUNITY RE-ENTRY CENTERS AND CELLULAR TELEPHONES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
	02-01-101 02-01-105 02-02-102 02-04-101	ACA Standards: 4-ACRS-5A-19 4-ACRS-7D-13

A. PURPOSE

The purpose of this Policy and Administrative Procedure is to provide guidelines for resident cellular telephone access.

B. SCOPE

This Policy and Administrative Procedure is applicable to all IDOC Community Re-Entry Centers.

C. POLICY

Residents may be given the opportunity to earn the privilege to buy and possess a personal or work cellular telephone during his/her stay in the program.

D. PROCEDURE

1. Application process

- a. The Resident may submit a request with his/her Case Manager for cellular telephone privileges when he/she becomes compliant with all the requirements set forth in the Case Plan.
- b. The request shall be presented to the Unit Team the following week for recommendation to the Facility Head for approval/denial. The Facility Head shall respond in writing with decision within 5 business days.

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**COMMUNITY RE-ENTRY CENTERS AND CELLULAR
TELEPHONES****2. Cellular Telephone Service Plan**

- a. The cellular telephone shall be a pre-paid cellular telephone purchased under the resident's legal name. Family may, with approval of the Facility Head, purchase the cellular telephone for the resident.
- b. All pre-paid minutes must be approved in advance by the resident's Case Manager prior to purchase.
- c. The cellular telephone that is purchased shall not have any internet capability, ability to take photo, video, or record audio.
- d. The resident shall complete and sign the Cell Phone Agreement (ATTACHMENT I). A copy of the completed Cell Phone Agreement shall be placed in the resident's facility packet.

3. Staff Access

- a. The resident shall submit and update all information to the facility in regards to the cellular telephone, to include:
 - 1) cellular telephone number,
 - 2) password or lock code,
 - 3) statements/receipts; and/or,
 - 4) other information staff might require.
- b. The resident shall surrender the cellular telephone at any time to any person authorized to supervise residents for a search. Failure to do so shall result in the cellular telephone being confiscated in accordance with IDOC Policy 02-01-101, "Offender Personal Property," and the cellular telephone privilege being revoked.
- c. The resident shall assume total responsibility for the cellular telephone. The Indiana Department of Correction or the supervising facility is not liable for any lost, stolen, damaged cellular telephones or cellular telephone accessories.
- d. The Facility Head, or designee, shall ensure that a log book containing the resident's name, a list of approved telephone numbers as authorized on SF

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49014, "OFFENDER TELEPHONE LIST, and the information in item "a" is available and maintained at the Control Desk for staff access.

4. Directives

- a. The ringer of the cellular telephone shall remain in silent mode or vibration mode at all times while the resident is inside the facility. Cellular telephone use at the Control Desk shall not be allowed. In respect to the facility and other residents, cellular telephones shall not be used after lights out curfew.

At the South Bend Community Re-Entry Center, offender cellular telephones shall be stored in a secured location, approved by the Facility Head, outside the secure perimeter while the Resident is inside the secure perimeter.

- b. Residents shall not use the cellular telephone during any treatment or attendance of facility program groups. The cellular telephone shall not be used to make arrival or departure calls from locations.
- c. Residents shall not use the cellular telephone to have contact with any individual whom the resident is not approved to contact, as set forth by the facility, Department, or other legal authority. Phone numbers other than those approved on SF 49014, must be approved by the Case Manager prior to being added to the cellular telephone's contact list/address book.
- d. It shall be the responsibility of the resident to charge the cellular telephone and shall not ask staff members to charge it for them.
- e. If at any time the facility attempts to contact a resident on their cellular phone without an answer, the resident is required to call the facility in a timely manner of 15 minutes or less. Any time the resident will be late returning to the facility, he/she is to call the facility's main number prior to the return time logged.
- f. The Resident shall not allow another resident to have access to, or use of his/her cellular telephone.

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**COMMUNITY RE-ENTRY CENTERS AND CELLULAR
TELEPHONES**

Violations of the above directives shall be cause for the resident to lose cellular telephone privileges and/or be subject to sanctions in accordance with IDOC Policy 02-04-101, "The Disciplinary Code for Adult Offenders."

The Facility Head shall be the final authority on issues pertaining to cellular telephones in his/her facility.

(signature on file)
Bruce Lemmon, Commissioner

Date